



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.lacounty.gov>

DAVID E. JANSSEN
Chief Administrative Officer

May 7, 2007

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Zev Yaroslavsky, Chair
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

CHILD SUPPORT SERVICES DEPARTMENT MANAGEMENT APPOINTMENT

Consistent with the August 4, 1998 Board-approved policy on managerial appointments, we have reviewed and recommend Board approval of the request of Steven J. Golightly, Director of the Child Support Services Department (CSSD), for the appointment of Ms. Lisa M. Garrett to the position of Chief Deputy Director, Child Support Services Department (UC), Item 1734A, at an annual salary of \$160,000 which is above the control point of Range 16 of the salary structure and reflects a 13.6 percent increase over her current salary.

Ms. Garrett is highly qualified for the position of Chief Deputy Director. She has been with the Child Support Services Department, previously the Bureau of Family Support Operations of the District Attorney's office, since September 1994 and is an expert in the field of child support. She holds a Bachelor's Degree in Psychology from U.C.L.A. and a Juris Doctorate from Southwestern University School of Law. Both degrees have served well in her management capacity within the Department. Ms. Garrett is one of the most senior attorneys within the Department and has served as Assistant Division Chief in two of the Department's large public contact offices.

For the past five years, she has served as the Special Assistant to the Director. In this capacity, she assists and serves as senior advisor to the Director, identifying complex problems, proposing creative solutions and providing critical feedback and analysis on a wide range of issues involving agency performance, employee staffing, infrastructure and budgeting.

Each Supervisor
May 7, 2007
Page 2

She provides legal guidance and advice concerning federal, state or local child support laws and policies impacting the Department. She created the Department's first strategic plan with input from Senior Managers and helped devise a strategic planning automation tool for monthly reporting. Ms. Garrett has significantly contributed toward improved staff morale by implementing a Department-wide Employee Recognition Program and played a critical role in development of the Department's first Mentor Program. She was also a key player in the creation and implementation of the Department's Employee Voluntary Time-off Program to resolve the Department's workforce reduction crisis in FY 2002-03, which saved the Department over \$1 million dollars.

Based on this information, we recommend the approval of Mr. Golightly's request. In accordance with the policy on managerial appointments, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by Monday, May 14, 2007, we will authorize the Child Support Service Department to proceed with the appointment.

Please contact Rosemary Gutierrez of my staff at (213) 974-0564, if you have any questions or need additional information.

DEJ:SRH:DL
GCP:RMG:lbm

Attachment

c: Executive Officer, Board of Supervisors
County Counsel
Child Support Services, Director

MappAppt. - Lisa M. Garrett.bm

May 1, 2007

To: Rosemary Guterrez
Budget and Operations Management Branch

From: Chris Stevens
Compensation Policy Division

**REQUEST FOR MAPP SALARY PLACEMENT – CHILD SUPPORT SERVICES
DEPARTMENT – LISA GARRETT – CHIEF DEPUTY DIRECTOR, CHILD SUPPORT
SERVICES**

This memo is in response to a Child Support Services Department (CSSD) request for a MAPP Salary Placement and promotion for Lisa Garrett to the position of Chief Deputy Director, Child Support Services (Item #1734); at MAPP R Schedule, Range 16. Specifically, the department's request is for salary placement at \$160,000.00 annually (\$13,333.33 monthly), effective upon appointment. Following is my analysis of the request and the information provided.

ANALYSIS

CSSD is requesting to promote Lisa Garrett to the position of Chief Deputy Director, Child Support Services. Ms. Garrett, who has been with the department since its inception and prior to that with the District Attorney/Bureau of Family Support since 1994, is currently an Attorney IV, Child Support Services (Item #9287). Ms. Garrett is an Attorney whose background includes expertise in family/child support law, and whose activities in the department include employee staffing, infrastructure, budgeting, oversight of Board correspondence, and services/personnel contracts. Additionally, Ms. Garrett has provided expertise to management concerning Federal, State, and local child support law and departmental policy; served as liaison to County Counsel; implemented a department-wide Employee Recognition Program; and participated in the creation of a departmental Mentor and Voluntary Time Off Programs. Based on the information provided, Ms. Garrett has a range of experience in law, management, and administration that should serve the department well.

CSSD is requesting a salary of \$13,333.33 monthly, or **\$160,000.00 annually**, which is a 13.6% percent increase from Ms. Garrett's current salary base salary of \$11,737.36 monthly or \$140,848.32 annually. As indicated below, the requested salary exceeds the control point of \$12,770.35 for R Schedule Range 16 of the April 1, 2007 MAPP Tier I Salary Structure Table.

R Schedule Range 16

<i>Minimum</i>	<i>Control Point</i>	<i>Maximum</i>
\$10,161.08	\$12,770.35	\$15,379.62

BOARD POLICY

The requested salary exceeds \$118,000; therefore, Board approval is required.

MAPP appointment provisions recommend that comparable information and salary levels of all equivalent or peer internal positions be considered when establishing a recommended salary; however, this is the sole position at this level in the department, which precludes meaningful comparisons. The salary of next-highest position, Director of Child Support Services (Item #1735), is designated at R Schedule Range 18 (\$12,623.10-19,106.08 monthly); that of the next-lowest position, Assistant Administrative Deputy (Item #1015), is designated at S Schedule S11 (\$7,077.58-\$10,712.62 monthly).

FINAL RECOMMENDATION

Approve CSSD's request to promote Ms. Garret to the position of Chief Deputy Director, Child Support Services at a MAPP salary placement of \$160,000.00 annually. Placement at this salary is merited based on Ms. Garrett's experience and qualifications.

Please advise if in need of additional information or analysis.